



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION IX
75 Hawthorne Street
San Francisco, CA 94105-3920

MEMORANDUM FOR THE FILE

SUBJECT: Appointment of Task Order Official

CONTRACT No: EP-S9-16-01, *Task Order No. 68HE0921F0034 (075) SSID SoCal Ocean Dumping PRP Search & Enforcement Support*

CONTRACTOR: Toeroek Associates, Inc.

FROM: Emily Mogg, Contract Specialist

TO: Keith Olinger

1. You are hereby appointed the Task Order Official for the task order identified above. This function is to serve as technical liaison between the Contractor and the Contracting Officer. The Task Order Official is responsible for monitoring the Contractor's performance and delivery of the final product and/or services under this task order. Specific duties and responsibilities are listed in paragraph 3 below.

2. The duties delegated in this letter are not re-delegable. You may be personally liable for actions taken or direction given beyond the authorities delegated in this letter. In accomplishing your duties, you are cautioned to carefully review and comply with EPA Order 1901.1A, Use of Contractor Services to Avoid Improper Contractor Relationships, dated April 14, 1994, and EPA Order 1900.2, Contracting at EPA, dated October 22, 1990.

3. The following authority and responsibilities, when checked below, are hereby delegated to the individual appointed by paragraph 1, above:

- (X) (a) Monitor the task order performance. Keep the Contracting Officer (CO) informed, both orally and in writing, of the status of the task order and performance of its requirements. No periodic reports to the Contracting Officer are required, but care should be taken to promptly report any potential disagreement or controversy which may arise.
- () (b) Monitor technical administration of work assignments. Provide advice and counsel to the CO consistent with the terms and conditions of the task order.

- (X) (c) Review Technical and Financial Progress Reports.
- (X) (d) Review and provide input/recommendations to the CO regarding contractor's proposed use of consultants and subcontractors.
- () (e) Monitor estimated vs. actual hours expended under LOE contracts. If total projected hours exceed task order limits, notify the CO immediately.
- () (f) Establish and provide to the Contracting Officer, a surveillance plan that ensures receipt of the required quantity and quality of supplies or services required by the task order.
- (X) (g) Perform on-site surveillance, if applicable. Assure technical proficiency and compliance with the technical provisions of the task order by review and verification of the performance of work accomplished by the Contractor.
- (X) (h) Ensure that the contractor complies with the task order statement of work or specifications. Assist the CO in interpreting technical requirements of the task order statement of work or specifications. Differences of opinion between the Government and the contractor shall be referred to the CO for resolution.
- (X) (i) Assure that the Contractor uses the levels of personnel contracted for and necessary for performance of contractual requirements and that the level of personnel contracted for is not diluted by the excessive use of lower caliber personnel.
- (X) (j) Compare the Contractor's progress to expenditures and advise the CO of any disparity indicating excess or deficient funding. Monitor Contractor costs and promptly report, in writing, wasteful Contractor practices to the CO.
- (X) (k) Review Contractor invoices and recommend approval/disapproval for payment as appropriate. Such review shall be completed in a manner so as to allow timely payment under the Prompt Payment Act.
- (X) (l) Recommend in writing to the CO any changes desired in scope and/or technical provisions of the task order with justification for the proposed action. If the Contractor proposes a change, obtain the Contractor's written statement to that effect and forward it to the CO together with your analysis and recommendation. **YOU ARE NOT DELEGATED AUTHORITY TO MAKE ANY CHANGES IN THE STATEMENT OF WORK OR SPECIFICATIONS OR DUTIES OF THE PARTIES AS STATED IN THE TASK ORDER or CONTRACT.**
- (X) (m) Ensure that the task order is formally modified before the Contractor proceeds with any changes in the work or services to be performed.

- (X) (n) As requested, prepare and forward to the CO cost estimates for any proposed increase or decrease in the work and/or services to be performed. Obtain certified funds when necessary for proposed increases.
- (X) (o) Perform inspection of completed work and/or services and certify acceptance or non-acceptance of work.
- () (p) Recommend to the Contracting Officer exercise of options - 60 days prior to the end of each contract period.
- () (q) Review and recommend to the CO any changes in Key Personnel. Assure any recommended changes are in accordance with the original solicitation/contract.
- (X) (r) Inform the CO of any potential or real conflicts of interest which may arise under the task order. Recommend possible mitigation or avoidance strategies.
- () (s) Review, recommend, and track all assigned Task Orders.
- (X) (t) Review and evaluate the contractor's accomplishment of technical objectives. Promptly notify the CO of deficiencies or instances of noncompliance with the task order terms.
- (X) (u) Assure that the Contractor's employees are not supervised by Government personnel. Notify the CO of any instances of actual or suspected Government supervision.
- (X) (v) Report Government property issues to the Property Administrator and contract specialist.
- (X) (w) Other duties as follows:
 1. Receive reports from contractor on shipments that have damages, shortages, or overages Statement of Work
 2. Notify contractor of what equipment is required for specific shipments
 3. Receive monthly reports that list inventory on-hand, if applicable.
 4. Receive quarterly notification from contractor any equipment that has been replaced due to shelf life expiration.
 5. Provide technical direction to contractor when they are required to deliver equipment or supplies to a site.
 6. Receive reports required from contractor.

7. Periodically review the contractor's performance in accordance with the terms and conditions of the contract.

8. Provide responses to interim and final Contractor Performance Evaluations.

4. In order to record your actions as Task Order Official, you should set up and maintain a file specifically related to this task Order. This file should include copies of all correspondence you send to and receive from the Contractor and the CO. This would normally include such items as transmittals of comments for deliverables, approvals of deliverables, etc. This file should also contain any memoranda for record of any verbal actions and/or decisions, copies of voucher reviews and approvals, etc. Additionally, you should maintain copies of all deliverables received under this task order. This file is considered a segment of the official contract file and should be forwarded to the Contracting Officer/Contract Specialist at the final close-out of this task order.

5. This delegation as Task Order Official does not in any way alter or supersede your existing relationship with your supervisor.

6. This appointment is effective upon receipt by you and shall remain in effect until closeout and final payment of the assigned task order or until terminated in writing by the Contracting Officer.

7. You cannot:

A. Authorize the contractor to perform work that is additional to or outside the scope of the task order/delivery order.

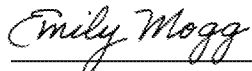
B. Issue Stop Work Orders unless it is a health and safety emergency, and the CO must be notified immediately.

C. Authorize additional Government-Furnished Property.

D. Bind the government by making any written or oral agreements with contractors.

E. Directly or indirectly change the task order cost or fee, scope of services, period of performance, or labor mix.

The Contracting Specialist for this contract is Emily Mogg, (415) 972-3711.



EPA Contracting Specialist Signature

4/30/2021

Date

You are requested to acknowledge receipt and acceptance of this delegation by signing and returning the *Receipt and Acceptance Acknowledged* memo (page 5) to Emily Mogg at [[HYPERLINK "mailto:mogg.emily@epa.gov" \h](mailto:mogg.emily@epa.gov)]

MEMORANDUM

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TO: Emily Mogg, Contracting Specialist

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CONTRACTOR: Toeroek Associates, Inc.

RECEIPT AND ACCEPTANCE ACKNOWLEDGED:



EPA Task Order Official 4.30.21 Date